



***THE
BOARDS AND COMMISSIONS
APPOINTMENTS PROCESS
IN THE DISTRICT OF COLUMBIA***

**Ronald R. Collins
Director**

**Office of Boards and Commissions
Executive Office of the Mayor**

**Anthony A. Williams
Mayor**

What is OBC?

- OBC is the Office of Boards and Commissions.
- OBC is responsible for overseeing, coordinating and facilitating the appointments process to boards and commissions for the Mayor in the Executive Office of the Mayor.
- OBC has responsibility for appointments to over 150 active boards and commissions.
- OBC has responsibility for ensuring that the representation, or make-up, of boards and commissions is diverse, and represents all geographical areas of the District of Columbia.

OBC mission statement

To assist efficiently the Mayor in appointing citizens to boards and commissions by recruiting quality candidates, timely processing of appointments, and by providing excellent customer service and support to each participant in the Mayoral appointments process.



OBC shared vision and values

1. **Integrity.** *Personal and systemic (protecting the confidentiality of the process).*
2. **Customer Service.** *The key to our success is the support, assistance and attention to the citizens who participate in the boards and commissions process and to make their experience in the process easier.*
3. **Timeliness.** *We will strive to meet or exceed crucial deadlines in the appointments process.*
4. **Teamwork.** *We will strive to function, work, and operate as a team providing crucial support, morale, or assistance to ensure that we are successful in assisting the Mayor to make quality, timely appointments.*



OBC operating strategic goals

- **Goal 1:** *To be recognized for efficient customer service.*
- **Goal 2:** *To process timely appointments to boards and commissions.*
- **Goal 3:** *To increase outreach and recruitment of quality candidates.*
- **Goal 4:** *To be recognized as an organization of excellence and for best business practices.*

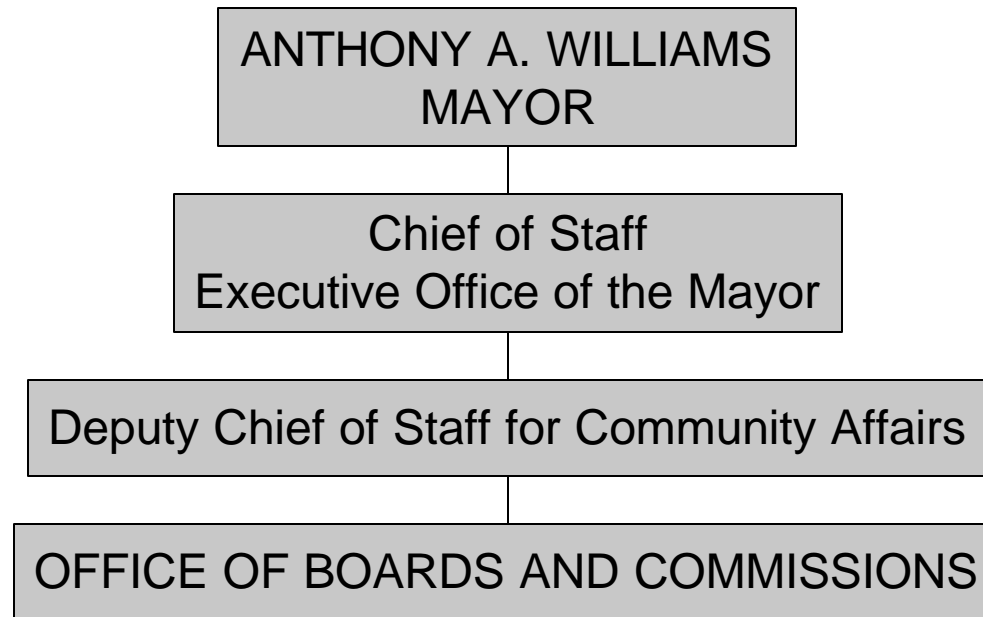
OBC guiding themes

(Or What OBC Stresses To Those Who Serve)

- Guiding Theme 1: ***SERVICE***
- Guiding Theme 2: **RESPONSIBILITY**
- Guiding Theme 3: **INTEGRITY**

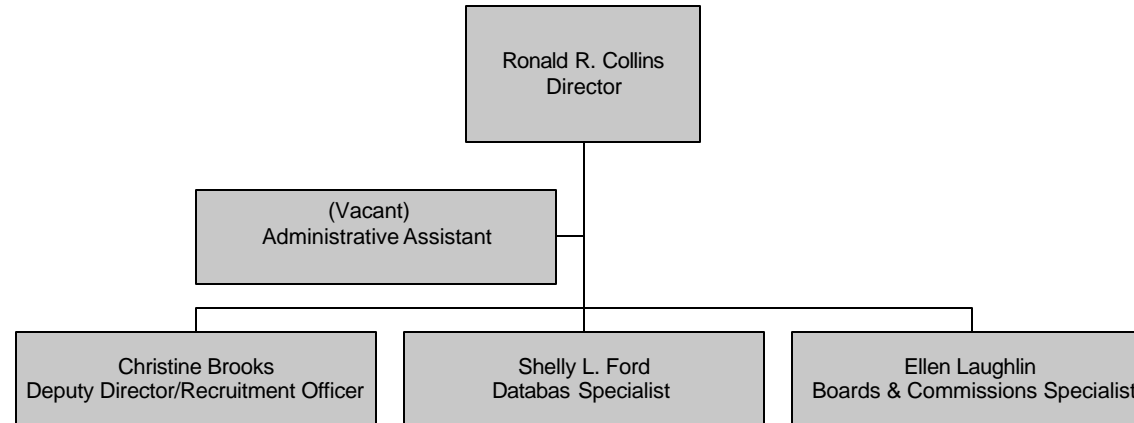


Organization chart



Organizational chart

Office of Boards and Commissions



Executive function

- The Mayor is the Chief Executive Officer of the Government of the District of Columbia.
- Executive authority for appointments to executive boards and commissions resides with the Mayor.
- This is accomplished in 2 ways: *Direct appointment* or *Nomination*

Legislative function

- The Council of the District of Columbia is the Legislature of the Government of the District of Columbia.
- The Council has 13 members, and functions through a system of committees.
- The legislative function in the process is to provide advise and consent, or confirmation, of *some* Mayoral appointments to boards and commissions.

What is the direct appointment process?

- The Mayor issues Mayor's Order appointing an individual to a board or commission without submitting the appointment to the Council for confirmation.

What is the nomination process?

- The Mayor submits an appointment to a board or commission to the Council for confirmation by submitting a *transmittal letter*, a *proposed resolution* of appointment, and a *resume* stating an individual's qualifications for service on that board or commission.

What determines whether it is a direct appointment or a nomination?

- Method establishing, or creating, the board or commission.
- Whether the board or commission is created pursuant to a *Mayor's Order* (by the Mayor himself), or a *statute* enacted by the Council.

What is the difference between a board or commission?

- Essentially, none.
- Usually a board has limited members -usually between 3-11 members (*Example*: Alcohol Beverage Control Board, 7 members); a commission may have more members (*Example*: Health Services Reform Commission, 45 members; Health Policy, 76 members).
- Though not always (*Example*: Public Service Commission, 3 members).

Are other terms used?

- Yes.
- Sometimes: ***Task Force***, ***Ad Hoc Committee***, or ***Council***.
- Usually, when terms, ***Task Force*** or ***Ad Hoc Committee***, used it means it is of limited duration.

Are there types of boards or commissions?

- Yes. There are 3 general types:
 - **Advisory Boards.** May be created by the Mayor, or the Council. Members serve as advisors on policy matters. Advisory boards may study existing policy and make recommendations for changes or implementation. Advisory boards do not have authority to establish or to enforce policy or regulations, but their analysis and recommendations can play an important role in furthering the effective operation of the District government.

Are there types of boards or commissions?...

- **Policy-Making Boards.** These boards generally receive their authority by statute. Policies are created through careful analysis and interpretation of legislative intent, as set forth in the statute. Policy-making boards often serve as governing boards within an agency. The boards may be responsible for directing the agency, approving budgets, creating and implementing agency policy, or appointing the agency director. Members of these boards have final decision-making authority. (*i.e. Public Housing Authority*)

Are there types of boards or commissions?...

- **Regulatory Boards.** These boards or commissions may have some of the responsibilities of the advisory and policy boards, depending on the statute or Mayor's Order creating them. Usually, these boards are created by statute, and perform rule-making, or quasi-judicial functions. In fulfilling these functions, the board or commission may operate as a quasi-legislative body, or as a review and appeals body. As an appeals body, regulatory boards hear individual cases and rule on them; board decisions, however, are subject to judicial appeal in either the D. C. Superior Court, or the District of Columbia Court of Appeals. *(Example: Public Service Commission, Alcohol Beverage Control Board, Board of Zoning Adjustment.)*

Are there types of boards or commissions?...

- **Regulatory Boards** may also have the responsibility to determine the competence of members of a professional, or occupational group. The boards may examine and license members of occupations to practice in the District, and take disciplinary or corrective actions, such as revoking or suspending licenses, in accordance with District law.
(Examples: Board of Medicine, Board of Nursing, Board of Architecture and Interior Designers, Board of Massage Therapy, Industrial Trades Board.)

How are individuals selected?

- They are recruited by OBC staff, referred by citizens, referred by current boards and commissions members, referred by other public servants, or they simply apply to serve.
- All applicants must officially apply by completing an application and submitting resume, or biographical sketch, of their qualifications to OBC.
- They are vetted, or interviewed, by OBC staff. A tax filing inquiry is made, and a background check may also be performed.
- Candidates compete, or are considered based on qualifications, with other qualified applicants.

How are individuals selected?

- Qualifications are reviewed and considered by the OBC Director, Mayor's Deputy Chief of Staff for Community Affairs, Mayor's Chief of Staff, City Administrator (including Deputy Mayors), and Mayor Williams.
- Agency heads, or their representatives, are also consulted by OBC Director.
- Once all steps are completed, the Mayor then makes appointment, or nomination, of the best qualified individual.

What are the qualifications for service?

- Depends on the method of creation, and whether specific criteria is included in the Mayor's Order, or the statute.
- Some require specific qualifications: *lawyers, physicians, nurses, pharmacists, engineers, accountants, engineers, interior designers, massage therapists, barbers, cosmetologists, or economists.*
- Most also include representation from the general public (*called public members, or consumer members*).
- Almost all requirements for service on a board or commission require appointees to be residents of the District of Columbia.

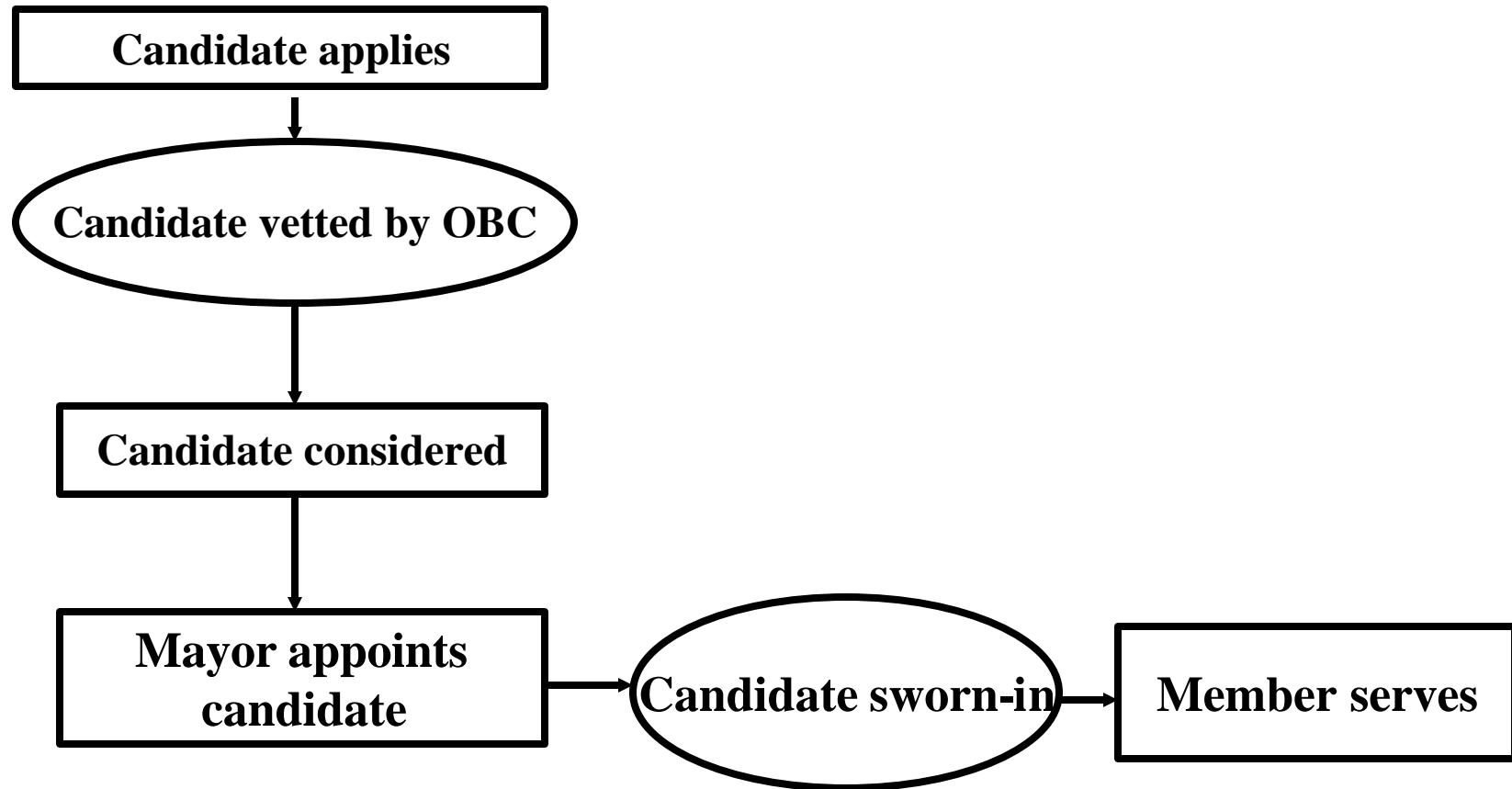
Are there other requirements?

- Yes. All candidates must be sworn-in to serve as members of a board or commission.
- All boards and commissions members serve a term of office that can be anywhere from 30-day term of office to a 6-year term of office.
- Boards and commissions members receive orientation upon appointment to serve.
- Most boards and commissions members are required, by law, to file an annual formal financial disclosure report with the District of Columbia Office of Campaign Finance (May 15th).

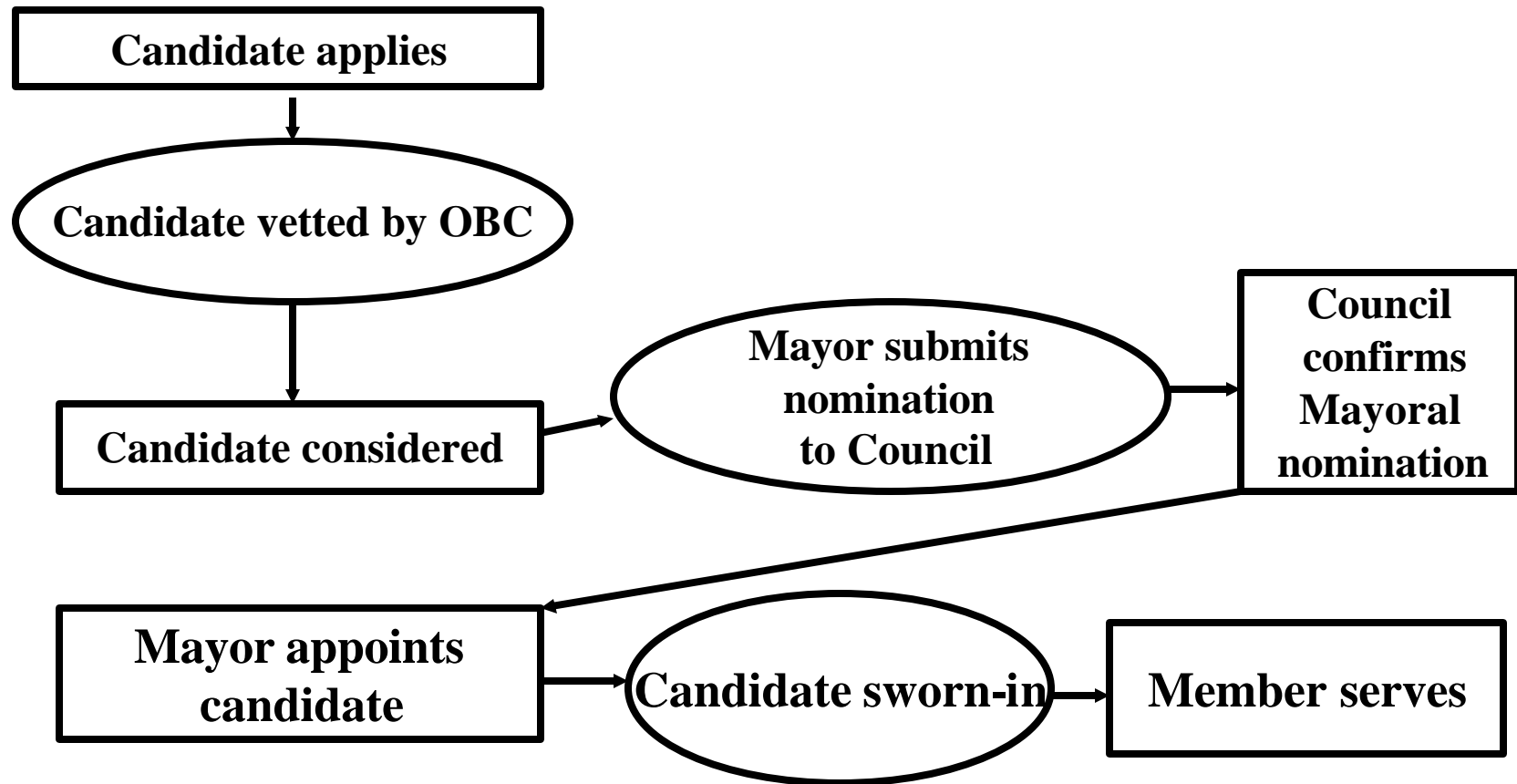
Are members compensated?

- Most are not compensated. Generally, most members serve as volunteers without compensation.
- Members who serve on specific boards or commissions may receive stipends.
- *Why?* Volunteer public service contribution to improving the District, prestige of Mayoral appointment, value of participating in governmental oversight process, or honor of serving fellow citizens, or their profession or occupation.

What is the outline summary of the process for direct appointments?



What is the outline summary of the process for nominations?





For additional information, contact:

Ronald R. Collins

Director

Office of Boards and Commissions

Executive Office of the Mayor

441 4th Street, N.W.

Room 530-South

Washington, D.C. 20001

(202) 727-1372

(202) 727-2359 (Facsimile)

Ron.Collins@dc.gov



Or, visit us on-line at:

www.obc.dc.gov
